



U.S. Department of Justice

National Drug Intelligence Center

NDIC VACANCY ANNOUNCEMENT

Opening Date: February 15, 2004

Closing Date: March 5, 2004

POSTING NUMBER: #211-ND-04

**LOCATION: Publications and Dissemination Unit
Intelligence Services Branch
Intelligence Support Division**

TITLE: Technical Editor

WORKING HOURS: 8:30 a.m. – 5:00 p.m.

SERIES/GRADE: GS-1083-07/09/11

AREA OF CONSIDERATION: All Sources

NUMBER OF VACANCIES: Multiple

Duties and Responsibilities:

Incumbent serves as Technical Editor for the Publications and Dissemination Unit, National Drug Intelligence Center (NDIC). Provides technical expertise in the creation and publication of technical documentation and serves as the focal point for providing the proper use of terms and specialized vocabulary used in conveying information. Performs a wide variety of complex editing assignments, including proofreading and copyediting, in the preparation and publishing of NDIC originated documentation. Provides references and performs extensive editorial research for writers and tailors documents to the needs of the anticipated audience and potential users of the information. Maintains a complete library of grammar and style references. Responsibilities also include the management and development of editing processes from printing to distribution and the review of graphics for accuracy and relevance to overall product scope. Guidance is provided to lower level technical editors and complex projects are reviewed to ensure written products conform to NDIC policies and mission objectives.

Qualification Requirements:

GS-07: Requires 1 year of *specialized* experience at the next lower grade level for the occupation OR 1 full year of graduate level education OR a bachelor's degree with Superior Academic Achievement (2.95 or better cumulative average).

GS-09: Requires 1 year of *specialized* experience at the next lower grade level for the occupation OR a master's or equivalent graduate degree OR 2 full years of progressively higher level graduate education leading to such a degree.

GS-11: Requires 1 year of *specialized* experience at the next lower grade level for the occupation OR a Ph.D. or equivalent degree OR 3 full years of progressively higher level graduate education leading to such a degree.

Experience Requirement:

Specialized Experience: Experience that required substantial subject-matter or technical knowledge of the field. This experience must have demonstrated the ability to acquire and present technical information through independent reading and interviews with subject-matter specialists. Such experience may have been acquired as a writer or editor of technical reports, articles, manuals, or specifications.

Education Requirement:

Must have included a total of 15 semester hours in an appropriate scientific, technical, or social science field(s), and at least one course above the introductory level in the field(s) covered by the position. The equivalent of 15 semester hours may have been gained through vocational or educational training above the high school level at a public, private, or Armed Forces school.

Knowledge, Skills, Abilities, and Other Characteristics (KSAOCs):

Applicants who meet the qualification requirements above will be further evaluated to determine the extent to which their education, work experience, and training indicate they possess the KSAOCs required to perform the duties and responsibilities of the position. Describe experience (paid or unpaid), education, training, and self-development as related to the KSAOCs.

- 1. Comprehensive knowledge of regulations and policies affecting government publications, practices, and standards and of recent advances in publishing technology.**
- 2. Excellent technical editing and proofreading skills. Extensive knowledge of the English language and its appropriate use to achieve a finished product that boasts of quality and professionalism when presented to a variety of audiences.**
- 3. Strong computer skills with a broad knowledge of various software packages and their application.**

The KSAOCs listed on this Vacancy Announcement have been identified as necessary for successful performance in the position for which you are applying. The information provided in the application will be used to evaluate your qualifications for this position.

APPLICANTS MUST ADDRESS EACH OF THE KSAOCs SEPARATELY ON ITS OWN PAGE.

Pay, Benefits, and Work Schedule:

All federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This position will be filled on a full-time permanent basis. Upon completing any required probationary period, the position will be permanent.

Conditions of Employment:

Applicants must be within the guidelines of the NDIC Employment Drug Policy. Please read this section carefully before applying.

NDIC EMPLOYMENT DRUG POLICY

NDIC is firmly committed to a drug-free society and workplace. Therefore, the unlawful use of drugs by NDIC employees will not be tolerated. Furthermore, applicants for employment with NDIC who currently are using illegal drugs will be found unsuitable for employment. NDIC does not condone any prior unlawful drug use by applicants. NDIC realizes, however, some otherwise qualified applicants may have used drugs at some point in their past. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of NDIC to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission. Applicants who do not meet these criteria should not apply for the position.

CRITERIA

- A. An applicant who has used any illegal drug while employed in any law enforcement or prosecutorial position or while employed in a position that carries with it a high level of responsibility or public trust will be found unsuitable for employment.
- B. An applicant who is discovered to have misrepresented his/her drug history in completing the application will be found unsuitable for employment.
- C. An applicant who has sold any illegal drug for profit at any time will be found unsuitable for employment.
- D. An applicant who has used any illegal drug other than marijuana within the last 10 years *or* more than five times in one's life will be found unsuitable for employment.
- E. An applicant who has used marijuana within the past 3 years *or* more than a total of 15 times in one's life will be found unsuitable for employment.

To determine whether you meet NDIC's drug policy, please answer the following questions:

- 1) Have you used marijuana at all within the last 3 years?
- 2) Have you used marijuana more than a total of 15 times in your life?
- 3) Have you used any other illegal drug at all within the past 10 years?
- 4) Have you used any other illegal drug (including anabolic steroids after February 27, 1991) more than a total of five times in your life?
- 5) Have you ever sold any illegal drug for profit?
- 6) Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position or in a position which carries with it a high level of responsibility or public trust?

If you answered "YES" to any of these questions, you should NOT apply for the position. They are immediate disqualifiers.

In accordance with Executive order 12564, applicants selected for this position are required to submit to a drug test and receive a negative drug test result prior to appointment. In addition, this position is a drug-testing designated position subject to random testing for illegal drug use.

This position requires a Top Secret security clearance. Therefore, applicants will be required to successfully complete a **background security investigation**, **polygraph examination**, and **drug testing**. Loss of Top Secret security clearance would result in termination of employment.

Must possess a valid driver's license.

Occasional travel may be required.

Candidates and their immediate families must be U.S. citizens.

Other Information:

This position is in the Excepted Service. It is excluded from provisions of the career transition assistance program.

If claiming five-point veterans' preference, a DD-214 must be submitted. If claiming 10-point veterans' preference, both a DD-214 and SF-15 must be submitted.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials will result in your application not being processed.

Before being hired, you will be required to sign and certify the accuracy of the information in your application.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Employees who received a buyout and subsequently return to positions in federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

Employment may be denied as a result of information of which the applicant is genuinely unaware or by an assessment that an applicant does not meet the agency's overall employment criteria. A negative employment determination by the agency is final, and normally no specific reasons regarding non-selection will be made. Employment with NDIC is not a right upon which an applicant can insist. NDIC notifies all applicants, in writing, of the outcome of their application.

Appointments to NDIC are made by the Director.

Applicants must meet all qualification requirements at the time of application.

ALL EXPENSES INCURRED WITH APPLYING FOR THIS POSITION WILL BE THE RESPONSIBILITY OF THE APPLICANT.

How to Apply:

Please submit the following documents to the address provided in this announcement:

1. An OF-612 form (Application for Federal Employment). Completed forms should include the names and telephone numbers of current and former supervisors. Applications must be typed or printed clearly in dark ink.
2. A narrative assessment of your qualifications in terms of the KSAOCs identified within this announcement.

3. Please list three references that are not related to you. At least two references should know your qualifications and fitness for the kind of job for which you are applying; one should know you well on a personal basis. The person's full name, telephone number(s) (including area code), and present business or home address are needed. **Providing this information constitutes permission to contact these references.**
4. A completed SF-181* (Race and National Origin Identification). (Optional)
5. A completed and signed OF-306* (Declaration for Federal Employment).
6. A copy of college transcripts, if applicable, showing degree conferred and cumulative grade point average.
7. Current or prior federal employees must submit a copy of their most recent performance appraisal (must be within the past 15 months from the closing date of the announcement). Applicants unable to provide their most recent performance appraisal must provide written justification for its absence.
8. Current or prior federal employees applying for this position must submit a copy of their most recent SF-50 (Notification of Personnel Action) showing position title, series, and grade.

*The Optional and Standard Forms (OF-612, SF-181, and OF-306) are available on our website at www.usdoj.gov/ndic in two formats:

OF-612	<u>MS Word</u>	<u>PDF</u>
SF-181	<u>MS Word</u>	<u>PDF</u>
OF-306	<u>MS Word</u>	<u>PDF</u>

Please note that these forms **must be completed in MS Word** format if you wish to submit your application package electronically. These forms can also be downloaded from the following website:
www.opm.gov/forms.

APPLICATIONS LACKING ANY/ALL OF THE INFORMATION LISTED IN THE "HOW TO APPLY" SECTION OF THIS VACANCY ANNOUNCEMENT WILL BE DISQUALIFIED.

Failure to submit all required documents and information requested by the closing date of this announcement will result in your not receiving full consideration. Missing information will not be requested. Applicants' qualifications will be evaluated solely on the information submitted in their applications. Materials submitted as part of your application will not be returned.

Please do not submit your application package in a notebook or binder with extraneous information. Applicants should provide sufficient information to enable the Human Resources Unit (HRU) to properly evaluate your application against the Qualification Standards, time-in-grade, and/or time after competitive appointment restrictions.

For additional information about this position, please contact:

Ms. Diane Demiter
Human Resources Specialist
(814) 532-4676
NDIC.Jobs@usdoj.gov

Submission Options

Once your employment package is completed, there are several different ways of sending it to HRU at NDIC. Please note that only employment related correspondence will be accepted.

The submission methods include:

Postal Mail: National Drug Intelligence Center
ATTN: HRU #211-ND-04
319 Washington Street, 5th Floor
Johnstown, PA 15901-1622

Unclassified Fax: Required information faxed to: (814) 532-5809
Attention: HRU # 211-ND-04

Electronic Mail: Application packages consisting of Microsoft Word documents
and scanned file attachments may be sent via e-mail to:
NDIC.Jobs@usdoj.gov.

Internal applicants: Submit applications to HRU.

Applicants choosing fax or electronic mail must send their entire application package in one transmission by the closing date of this announcement. Partial or incomplete applications using any submission method will not be considered.

Mailed applications will not be accepted postmarked after the closing date.

Internal applications must be received by close of business on the closing date to receive consideration.

NDIC is a secured facility. No applications will be accepted at the guard station.

NDIC is an Equal Opportunity Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.

NDIC welcomes and encourages applications from persons with disabilities and will reasonably accommodate the needs of those persons. The Center is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within NDIC. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: This Excepted Service position will be filled under the NDIC Schedule A appointing authority. A successful candidate currently employed by another federal agency will be converted to the NDIC appointment from their current employing agency.